Developing a community

Estelle Dodson

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kdodson@mail arc.nasa.gov

Charter

- Include why it is valuable to the interdisciplinary audience
  - Cover expectations why it is unique

Formality

- Structure – 8
- Process – 6 (external links; archival; approval)
- Discussion – 3

Members

- Open to the entire NAI community
  - After member registers, go in and add university affiliations & photo; current activities
  - Audience members & speaker
  - Need approval

Products

- PowerPoint slides
- Archived video file
- Real-time IT feedback
- Discussions
- Abstract
- Metrics; follow-up
- Other publications
- URLs
- Polls

Processes

- Post abstract and articles
- Post announcement and calendar
- Production work: Pre/post
  - What is PBMA related?
- Individual responsibilities
  - Speaker
    - Slides, articles
    - Seed dialogue
  - Producer
  - Audience
  - Calendar
  - Post archive
- Audience identification on live event

Tools

- File sharing
- Calendar
- Polls
- Discussion
- Announcements
- Members (database)
- External links in toolbar to Webex

Structure

- Based on seminar title/date
- Attendance lists with links (metrics too)

Roles

- Speaker
  - Provide abstract and articles
  - Captures questions
  - Monitor discussion immediately after
  - Provide bio/curriculum vitae
- Producer
  - Microphone for nuggets
  - Post questions after presentations
  - Post slides
  - Updates to old talks w/new publications
- IT contact
  - Capture audience #'s
  - Capture audience questions
- Audience
  - Evaluate the tools and technology
  - Post the questions / answers to the questions
- Academic mentor
- Reviewer/promoter

Frequency / Evaluation

- Seminars are 2x/month plus special events
- Evaluation
  - 1st time assessment
    - Make necessary corrections
  - 2nd time assessment to test prior corrections
    - May need Beta prior to live event
  - 3rd evaluation (if necessary)
  - 4th evaluation (if necessary)